



## Bowls Development Coordinator

Tweed Heads Bowls Club is a multi-purpose dining, function, entertainment and sporting venue located in the Far North Coast of NSW just five minutes from the Coolangatta airport and one hour from Brisbane. We are now looking for a dynamic individual to take on the role of Bowls Development Coordinator and manage our bowls operations.

### ***The role:***

The Bowls Development Coordinator is responsible for the overall management and development of the Clubs bowls operations:

- The effective coordination and development of bowling activities at the Club.
- To improve the bowling competitiveness of the Club, through coaching and attraction of new bowlers. *(measurable KPI)*
- To promote the game of bowls throughout the membership, community and greater bowls fraternity.
- To ensure that the bowls operations adhere to all THBC's policies and procedures and legislation.
- To introduce and manage a Junior Bowls Academy *(measurable KPI)*
- Increase bowls participation levels and membership numbers *(measurable KPI)*
- Overall management of the Indoor green, including introducing new events, formats and non-traditional bowls initiatives *(measurable KPI)*
- To oversee and manage all tournaments with the ability to formalise a tournament committee, if required. (BDC to chair any formalised tournament committee)

### ***You'll have:***

- Excellent verbal and written communication skills
- Ability to manage staff including positive engagement with all members.
- Ability to effectively manage issues of a sensitive and confidential nature
- Advanced administrative skills and sound knowledge of the laws of lawn bowls including constitutions and by-laws
- Excellent organisational and time management skills
- An ability to work effectively with all levels of staff, management, members and committees



Please send your application letter and resume by close of business on Monday 5<sup>th</sup> June 2017 to:

General Manager  
Tweed Heads Bowls Club  
PO Box 167  
Tweed Heads NSW 2485  
[gerard.robinson@thbc.com.au](mailto:gerard.robinson@thbc.com.au)

For more information please contact Executive Assistant to the General Manager on (07) 55068129

[www.thbc.com.au](http://www.thbc.com.au)